



CAPP 2005 Registration Form

Instructions for completing the Registration

A complete registration consists of the following sections (*Refer to NAC 459.95348 to 459.95358*):

Facility Information

Owner or Operator

Person Responsible for CAPP Implementation

Emergency Contact

Outside Emergency Responder

ISO Certification Acknowledgement

Process Information (*Complete one block for each process. Leave extra blocks blank*)

Report of Accident History (*Refer to NAC 459.95354. Answer this section thoroughly*)

Where to Send Invoice

Status of PHA Recommendations (*an existing facility- generated list may be e-mailed as an attachment with electronic registration submittal, or mailed with a hard-copy (paper) submittal*)

Certification (*This page must be signed and mailed, even if the registration is sent via email*)

Accessing E-mail File

You may download the e-mail file from the CAPP website Registration/Change in Ownership page at:

<http://ndep.nv.gov/bapc/capp/formcap.html>

Entering your data

The shaded areas indicate data entry fields. Use the tab key to move between fields. For check boxes, click in the box to make an "X" appear; clicking again removes it.

Original signature required

The Certification page requires an **original** signature. If you intend to return your registration as an e-mail attachment, you must print the certification page, complete it with an original signature, and **mail** it to the address below. Your mailed original certification page will be matched to the file print out of your e-mailed registration on receipt.

Where to send complete forms:

E-mail registrations may be sent to: mzusy@ndep.nv.gov Please note, however, that if you elect to submit electronically:

1. An existing facility-generated PHA recommendation list may be submitted electronically, or may be mailed with a hard-copy registration submittal.
2. The certification page must be mailed via U.S. Postal Service because it requires an original signature.

Please mail paper copies or, if e-mailing the registration, the certification page and/or PHA recommendations to:

**State of Nevada
NDEP/Chemical Accident Prevention Program
Bureau of Air Pollution Control
901 South Stewart Street Suite 4001
Carson City NV 89701-5249**

Questions?

Should you have any questions or encounter difficulties completing the registration, please contact Mark Zusy of the NDEP-CAPP staff (775) 687-9479.

Chemical Accident Prevention Program 2005 Annual Registration



Pursuant to NAC 459.95348, a registration form is due on or before June 21st of each year. If a facility is subject to the "two-release" provision (see NAC 459.95323, subparagraph 2, paragraph a., subsection 1), a registration form must be submitted not later than 90 days after the provisions take effect.

FACILITY INFORMATION

Name of Facility

Physical Address:

County:

Facility phone #:

(incl Area Code)

Mailing Address:

Facility Latitude (degrees/minutes/seconds):

Facility Longitude (degrees/minutes/seconds):

(Refer to attachment for answer key to next line)

Method used to determine Lat/Long:

Description of location:

US EPA Identification number (if any):

Dun & Bradstreet number for facility:

Dun & Bradstreet number of any parent corporation:

Name of parent corporation:

Number of full-time employees at facility:

Is facility subject to one or more of the following?:

☐

29 CFR 1910.119

☐

40 CFR PART 355

☐

Operating permit pursuant to 40 CFR PART 70 and,
if applicable, permit number: _____

☐

29 CFR 1910.38

☐

29 CFR 1910.120

Date of last safety inspection:

Safety inspection conducted by: ☐ Federal ☐ State ☐ Local Government agency

Name of inspecting entity: _____

OWNER OR OPERATOR (Person to be addressed on formal NDEP-CAPP correspondence)

Contact name:

Title:

Company name:

Mailing address:

Phone # (incl Area Code):

Fax # (incl Area Code):

Email address:

Cell (optional):

PERSON RESPONSIBLE FOR CAPP IMPLEMENTATION (Main contact for NDEP-CAPP staff)

Contact name:

Title:

Company name:

Mailing address:

(if different than owner/operator)

Phone # (incl Area Code):

Fax number:

Email address:

Cell (optional):

EMERGENCY CONTACT

Contact name:

Title:

Company name:

(if different than Owner/Operator)

Phone # (incl Area Code):

24-hour emergency phone # (incl Area Code):

OUTSIDE EMERGENCY RESPONDER (Fire Dept. with which response activities are coordinated)

Name of Fire Dept:

Phone # (incl Area Code):

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION CERTIFICATION

Is this facility site certified in one of the ISO 9000 family of international quality management standards?

Yes ☐

No ☐

Is this facility site certified in one of the ISO 14000 family of international quality management standards?

Yes ☐

No ☐

PROCESS INFORMATION (Complete this section for each process on site)

Process Description:

☐ Check if this process is an explosives manufacturing operation as defined at NAC 459.95247.

NAICS code: (Reference: <http://www.census.gov/epcd/www/naics.html>)

☐ Check if this is a new process and register the maximum on-site inventory anticipated through the following May 31st in the table below.

Maximum quantity of each Highly Hazardous Substance (HHS) or Explosive that was on site at any one time between June 1 of the previous year and May 31 of the current year:

HHS or Explosive Name	For Aqueous Solutions, note Mixture %	CAS Number	Quantity in lbs*

* For Aqueous Solutions, Quantity = (Solution Weight) X (HHS Fraction in Solution)

Additional Process Input block (input as necessary)

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REPORT OF ACCIDENT HISTORY (From June 1st of prior year to May 31st of current year):

- A) List any unanticipated or unusual event at the facility that resulted in a release, including, without limitation, any accidental releases, of any highly hazardous substance or explosive.
AND,
B) Describe the efforts undertaken by the owner or operator of the facility to assess the reasons and develop a remedy for each event.

OWNER OR OPERATOR RESPONSE (Include Response to A & B for each event. Add events as necessary)

If there are no accidents to report, indicate such under Event 1. DO NOT LEAVE THIS SECTION BLANK!

Event 1 A)
B)

Event 2 A)
B)

Event 3 A)
B)

WHERE TO SEND INVOICE FOR CAPP ANNUAL FEE

Name:
Title:
Company:
Mailing address:

Phone # (incl Area Code):
Fax # (incl Area Code):

STATUS OF PHA RECOMMENDATIONS

Notes to Owner or Operator:

1. List the status of any process hazard analysis (PHA) recommendation that is either currently unresolved **OR** was unresolved at the time of the prior year's registrations.
2. The status may be provided by either completing the table below or by attaching the owner or operator's internal PHA tracking record.

OWNER OR OPERATOR RESPONSE

- ☐ Check if there is nothing to report in this section.
☐ Check if the PHA recommendation status is attached separately.

Process: _____

Date(s) of PHA: _____

Ref No.*	Mitigation Measure	Scheduled Completion	Status

* Reference No. must be traceable to specific PHA deviation and identified hazard.

CERTIFICATION

One of the following certifications must be signed by the sole proprietor of the facility, the highest ranking corporate officer of the facility, a partner at the facility, the manager of the facility or a person designated by one of those persons to sign the certification.

- (a) I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Name (Type or Print)

Title

Signature (MUST BE AN ORIGINAL SIGNATURE)

Date

OR,

- (b) I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and that, based on my inquiry of the natural persons immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false information.

Name (Type or Print)

Title

Signature (MUST BE AN ORIGINAL SIGNATURE)

Date

Attachment

The following are excerpts from RMP*Submit™ User's Manual February 1999, Ver. 1.07, in reference to latitude and longitude codes, and codes describing the location identified by latitude and longitude requested in section *Facility Information* of the RMP-CAPP Registration Form.

METHOD FOR DETERMINING LATITUDE AND LONGITUDE

The most common methods for determining Latitude and Longitude are I1 (Interpolation-Map), and I4 (Interpolation-Digital Map Source). Use I1 if you obtained your latitude and longitude from a paper map. Use I4 if you obtained your latitude and longitude from a computer-based geographic information system (GIS), such as Land View.

Code/Description of Method

- A1 Address Matching-House Number: derived from a point corresponding to a house or building number along a street segment.
- A2 Address Matching-Block Face: derived from a calculated midpoint of one side of a street segment with regard to odd or even addresses.
- A3 Address Matching-Street Centerline: derived from a calculated midpoint and centerpoint of a street segment.
- A4 Address Matching-Nearest Intersection: derived from the intersection closest to a house or building number.
- A5 Address Matching-Primary Name: derived from the primary name of a township or city.
- A6 Address Matching-Digitized: derived from hands-on use of computer-based mapping tools.
- AO Address Matching-Other: derived through the use of non-specific matching techniques.
- C1 Census Block - 1990 - Centroid: derived from the calculated centerpoint of a 1990 Census Block as defined by the U.S. Bureau of the Census.
- C2 Census Block/Group - 1990 - Centroid: derived from the calculated centerpoint of a 1990 Census Block/Group as defined by the U.S. Bureau of the Census.
- C3 Census Block Tract - 1990 - Centroid: derived from the calculated centerpoint to a 1990 Census Tract as defined by the U.S. Bureau of the Census.
- CO Census - Other: derived from other Census-defined areas, such as Metropolitan Statistical Areas (MSAs).
- G1 Global Positioning System (GPS) Carrier Phase Static Relative Positioning Technique: derived through the use of a GPS device employing Carrier Static Relative Positioning Technique.
- G2 GPS Carrier Phase Kinematic Relative Positioning Technique: derived through the use of a GPS device employing Phase Kinematic Relative Positioning Technique.
- G3 GPS Code Measurements (Pseudo Range) Differentially Corrected: derived through the use of a GPS device where measurements have been corrected for error based on the existence of known base stations relative to the study area.
- G4 GPS Code Measurements (Pseudo Range) Precise Positioning Service: derived through the use of a GPS device employing real-time precise positioning techniques.
- G5 GPS Code Measurements (Pseudo Range) Standard Positioning Service SA OFF: derived through the use of a GPS device when the Department of Defense Selective Availability was turned off.
- G6 GPS Code Measurements (Pseudo Range) Standard Positioning Service SA ON: derived through the use of a GPS device when the Department of Defense Selective Availability was turned on.
- G7 GPS Code Measurements (Pseudo Range) Standard Positioning Service Corrected using Canadian Active Control System: derived through the use of a GPS device employing the Canadian Active Control System.
- GO GPS-Other/Unspecified: derived through the use of an unspecified GPS device.
- I1 Interpolation - Map: derived from a paper or other non-digital map.
- I2 Interpolation - Photo: derived from an aerial photograph.
- I3 Interpolation - Satellite: derived from a satellite image.
- I4 Interpolation - Digital map source (TIGER): derived from a digital map, mapping software or mapping tool.
- I5 Interpolation - SPOT: derived from a SPOT image.
- I6 Interpolation - MSS (Multi-spectral Scanner): derived from a MSS image.
- I7 Interpolation - TM (Thematic Mapper): derived from a thematic mapper.
- IO Interpolation - Other
- L1 Loran C: derived from the use of a Loran-C positioning device.
- P1 Public Land Survey-Section: a coordinate pair corresponding to a point from a public land survey.
- P2 Public Land Survey-Quarter Section: a coordinate pair corresponding to a point from a public land survey.
- P3 Public Land Survey-Eighth Section: a coordinate pair corresponding to a point from a public land survey.
- P4 Public Land Survey-Sixteenth Section: a coordinate pair corresponding to a point from a public land survey.
- P5 Public Land Survey-Footing: a coordinate pair corresponding to a point from a public land survey.
- S1 Classical Surveying Techniques: derived from traditional surveying techniques associated with construction activities.
- Z1 ZIP Code-Centroid: derived from the calculate center of a U.S. postal ZIP code.
- Z2 ZIP+2 Code-Centroid: derived from an averaging of multiple street segments. Approximately the size of a Census Block Group.
- Z4 ZIP+4 Code-Centroid: derived from a calculated midpoint of one side of a street segment with regard to odd or even house or building numbers.
- OT Other
- UN Unknown

DESCRIPTION OF LOCATION identified by Latitude and Longitude

Describe the exact location your latitude and longitude values represent. The table below lists the codes to be used for this element. The most common Latitude and Longitude location descriptions are PG (Plant Entrance - General) and CE (Center of Facility).

Code/Description of Location

AB	Administrative Building: a building, structure, or portion thereof that houses the administrative functions of a facility as opposed to production or manufacturing activities.
AE	Atmospheric Emissions Treatment Unit: equipment installed for the express purpose of treating chemical emissions prior to their release into the atmosphere.
AM	Air Monitoring Station: equipment installed at a predetermined location for the automatic, manual or periodic collection of environmental air samples.
AS	Air Release Stack: a free-standing vertical structure constructed for the conveyance and release of chemical emissions into the air.
AV	Air Release Vent: a horizontal structure constructed for the release of chemical emissions into the air, typically from the side or roof of a building.
CE	Center of Facility: a representative center point within the boundary of a facility.
FC	Facility Centroid: the calculated center of a contiguous facility.
IP	Intake Pipe: a pipe or intake opening constructed for the collection and conveyance of water.
LC	Loading Area Centroid: the calculated center of a portion of a facility associated with loading activities
LF	Loading Facility: the portion of a facility associated with loading and/or transshipment activities.
LW	Liquid Waste Treatment Unit: Equipment installed for the express purpose of treating chemical emissions prior to their release to water, publicly owned treatment works (POTW) or off-site transfer.
NE	NE Corner of Land Parcel: the northeast most corner or boundary of a land parcel.
NW	NW Corner of Land Parcel: the northwest most corner or boundary of a land parcel.
OT	Other: see descriptive comment field.
PC	Process Unit Area Centroid: the calculated center of a portion of a facility associated with processing and/or manufacturing activities.
PF	Plant Entrance (Freight): the entrance to a facility associated with transshipment activities.
PG	Plant Entrance (General): the front gate or general entrance of a facility.
PP	Plant Entrance (Personnel): the entrance to a facility associated with employees.
PU	Process Unit: the portion of a facility associated with processing and/or manufacturing activities.
SD	Solid Waste Treatment/Disposal Unit: the portion of a facility associated with the treatment and/or disposal of solid waste.
SE	SE Corner of Land Parcel: the southeast corner or boundary of a land parcel.
SP	Lagoon or Settling Pond: the portion of a facility designed to accommodate sedimentation or settling of chemical by-products necessitated by the manufacture, production, or use of chemicals.
SS	Solid Waste Storage Area: the portion of a facility associated with the storage of solid waste.
ST	Storage Tank: a receptacle or chamber used for storing bulk fuels or chemicals.
SW	SW Corner of Land Parcel: the southwest most corner or boundary of a land parcel.
WA	Wellhead Protection Area: an area at the earth's surface buffering a wellhead.
WL	Well: a shaft drilled in the earth for purposes such as obtaining subsurface drinking water, or collecting water samples.
WM	Water Monitoring Station: a location or study area for the automatic, manual or periodic collection of water samples.
WR	Pipe Release to Water: the point at which a pipe constructed for the conveyance and release of water-borne chemical emissions reaches a water body.
UN	Unknown